



# COMMUNITY DEVELOPMENT DIVISION FREDERICK COUNTY, MARYLAND

## Board of Appeals

30 North Market Street • Frederick, Maryland 21701  
301-600-2572 • FAX 301-600-2309 • TTY: Use Maryland Relay  
[www.FrederickCountyMD.gov/planning](http://www.FrederickCountyMD.gov/planning)

## **SPECIAL EXCEPTION**-APPLICATION (BOA)

### Required for Submission

- ☐ Application is a result from meeting with:  
Zoning Planner \_\_\_\_\_ Date \_\_\_\_\_
- ☐ 20 copies -Justification letter, to include the following information:
1. Address of property.
  2. Existing Zoning of Property.
  3. Proposed use under the zoning ordinance.
  4. Applicable section(s) of the Zoning Ordinance, for Use Proposed.
  5. General and or Specific Criteria.
  6. Other information relevant to special exception request.
- ☐ 1 copy - Of Maryland Department of Assessments and Taxation print out, Phone (301)815-5350,  
[www.dat.state.md.us](http://www.dat.state.md.us)
- ☐ 20 copies-Concept Plan & Illustrative Notes and other supporting documents. (folded 8-1/2 x 11)

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### Property Information:

Previous Board of Appeals Case # \_\_\_\_\_

Tax Map \_\_\_\_\_ Parcel # \_\_\_\_\_ Tax ID# \_\_\_\_\_ Acres \_\_\_\_\_

Public Water \_\_\_\_\_ Public Sewer \_\_\_\_\_ or Private Well \_\_\_\_\_ Private Septic \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address / Location: \_\_\_\_\_

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### Appellant's present legal interest in the above property: (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Owner (including joint ownership) | <input type="checkbox"/> Contract to purchase      |
| <input type="checkbox"/> Lessee                            | <input type="checkbox"/> Contract to lease or rent |
| <input type="checkbox"/> Other (describe) _____            |  |
| _____  |  |
| _____  |  |
| _____  |  |

Additional information required on back →

Petitioner \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Check one for Determination Letter:

☐

Mail

☐

Email

\_\_\_\_\_

**Internal use Only**

BOA#

Zoned:

ID#

TM

P

Filed Date:

Hearing Date:

I hereby affirm that all of the statements and information contained in or filed with this appeal are true and correct.

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_  
**Signature of Petitioner**

\_\_\_\_\_  
**Date**

**NOTARY PUBLIC**

Subscribed and sworn to before me the day and year from above written.

\_\_\_\_\_  
NOTARY PUBLIC-printed name

\_\_\_\_\_  
NOTARY PUBLIC-signature

**SEAL**

My Commission expires: \_\_\_\_\_

**FEEES**

*Checks made payable to Treasurer of Frederick County-Additional fees may be due per Fee Ordinance Resolution 13-14*

Limited Ag Activity (LIMAGACT)	\$ 100.00
Activity within FP or Danger Reach Area (FLDANREA)	\$ 550.00
All Other Uses (SPCLEXCPT)	\$ 825.00
Accessory Apartment (ACCAPT)	\$ 200.00
Total =	